

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS CONTINUING EDUCATION PROGRAM APPLICATION

****NOTE: SUBMIT AN APPLICATION FORM WITH A FEE OF \$20.00 FOR EACH COURSE
(TRAININGS ARE APPROVED FOR ONE YEAR BEGINNING AT DATE OF APPROVAL)**

CHECKS OR MONEY ORDERS MADE PAYABLE TO "KENTUCKY STATE TREASURER"

TO:

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS

PO BOX 1360

FRANKFORT KY 40602

PROVIDER'S NAME

PROVIDER'S MAILING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE # WITH AREA CODE

TITLE OF PROGRAM:

INSTRUCTOR (S) (refer to back of page):

LOCATION OF PROGRAM:

DATE

TIME

INTENDED # OF PARTICIPANTS

INTENDED AUDIENCE

NUMBER OF HOURS REQUESTED FOR APPROVAL (CONTINUING EDUCATION HOUR MEANS 50 CLOCK MINUTES OF PARTICIPATING IN CONTINUING EDUCATION EXPERIENCES)

IS THIS A HOME STUDY COURSE:

NO

YES

EDUCATIONAL OBJECTIVES: Briefly describe ways that your program would contribute to one of more of the following definitions of "continuing education": a) improvement of the license holder's professional knowledge; b) acquisition of new skills and knowledge that would help maintain competence; or c) strengthening of the habits of critical inquiry and balanced judgment:

WHAT IS THE SPECIFIC EDUCATIONAL OBJECTIVES YOUR PROGRAM:

CONTENT, ACTIVITIES AND MATERIALS:

EVALUATION PROCEDURES: (ATTACH COPY OF EVALUATION FORM TO BE USED)

The Kentucky Board of Licensed Professional Counselors and its Continuing Education Committee will use the following criteria from 201 KAR 36:030-Continuing Education Requirements in approving any program for continuing education credit. Please be sure that all of these criteria are addressed in your application form or its attachments.

- (1) A published course or similar description.
- (2) Names and qualifications of the instructors.
- (3) A copy of the program agenda indicating hours of education, coffee and lunch breaks.
- (4) The number of hours requested for approval must be indicated on the form.
- (5) Official certificate of completion or college transcript from the sponsoring agency.
- (6) The program sponsor should send a program syllabus, sample evaluation form, program outline, vitae of presenters, and a copy of the certificate for participants with the application form.